



Incorporated Village of Lake Grove
Office of the Fire Marshal-Andrew J. Brofman-Chief
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FIXED SUPPRESSION SYSTEM PLANS SUBMITTAL/SYSTEM INSTALLATION
PROCEDURE

Please review and familiarize yourself with all requirements listed in this document prior to your submittal. Your compliance with these requirements will enable us complete the review process faster and more efficiently with less rejections due to improper submittals.

THIS DOCUMENT IS IN EFFECT AS OF 1/1/07

New York State Fire Code

§SF105.1 Permits

A city, town, village or county that is responsible for administration and enforcement of this code shall determine local permit requirements in accordance with the applicable provisions of local law.

Code of the Village of Lake Grove

§89-17 Permits Required.

A permit shall be obtained from the Fire Marshal for the installation of any automatic fire alarm systems, automatic sprinkler or water spray systems or any other special fire extinguishing or fire-detection systems which may be required under this chapter.

Plans shall be provided when:

- Required by law or ordinance
- A change of use for a particular premise occurs
- Renovation of the premise exceeds fifty percent of the original premises value. This value shall not include the cost of land and shall relate to the structure only.
- Any fixed suppression system is installed whether required by code or not.
- Any fixed suppression system is renovated, upgraded, improved or changed.

WORKING WITHOUT APPROVED PLANS AND A PERMIT IS A CRIME

SAVING LIVES THROUGH INSPECTIONS, INVESTIGATION AND EDUCATION

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1/8/2007

All fixed suppression and clean agent extinguishing system plan submittals **MUST** include the following or they will be rejected:

1. All fixed suppression system installations shall conform to Chapter 89 of the Code of the Incorporated Village of Lake Grove, the New York State Fire, Building, Gas and Plumbing Codes as well as, the National Electrical Code, NFPA RS #17A, 96 and any/all other rules, regulations or ordinances whether or not they are specified herein.
2. Plans shall be submitted by a company licensed by the State of New York as Per General Business Law Article 6D. Proof of a valid license is to be submitted with the application.
3. The intended location and use of the structure involved shall be indicated.
4. Business name, numerical street address and nearest intersection of building shall be indicated.
5. Compass point showing building layout shall be drawn.
6. Plans submitted for review shall deal directly to the type of installation proposed. Where a proposed installation governed by this office is part of a proposed major construction project, a separate plan shall be generated for the proposed installation in lieu of extraction from other plans indicating partial information. (i.e.: architectural, plumbing or electrical drawings.)
7. Name address and telephone number of person drawing plans and an original stamp of same.
8. 3 sets of stamped plans. All plans shall be stamped by a licensed Professional Engineer or a Registered Architect as required by the New York State Department of Education Law.
9. If, due to the scope of the work proposed, the plans are not required to be stamped, the plans shall be drawn utilizing accepted engineering practices and procedures. All line work and lettering shall be clear and legible.
10. 2 sets of device cut-sheets. Manufacturer's specification, technical and installation sheets for all components of proposed systems shall be included in the plan submission. Exact copies will be accepted.

11. All component parts shall be tested and approved/listed by a nationally recognized testing laboratory for the function intended.
12. If component parts from different manufacturers are to be mixed in any system, then a manufacturer's statement of compatibility of said parts shall be included in the submission.
13. Identification of special auxiliary devices acceptable to the system manufacturer.
14. Identification of the hazard to be protected and include physical dimensions, cooking appliances, energy sources for each appliance and air handling equipment.
15. Size, length and arrangement of connected piping.
16. Description and location of nozzles.
17. The location and function of detection devices.
18. Operating devices
19. Auxiliary devices
20. Electrical circuitry
21. Exact location and height of pull stations.
22. If a submitted cut sheet shows multiple devices and options, the exact device to be used is to be circled, highlighted or called out
23. Completed application which can be downloaded from the village website (www.lakegroveNY.gov). *If there are any blanks, the application will be rejected.*
24. Electronic copy of plans and cut-sheets submitted in PDF form.
25. Fee of \$250.00. Note that \$150.00 of this is for the plans review and \$100.00 is for the final inspection. If either of these fails, you are required to repay the related portion of the fee. Checks are to be made out to "THE INCORPORATED VILLAGE OF LAKE GROVE".
26. Submittals must include the appropriate prepaid mailer so we can return the plans to you.

27. For all plan revisions, the revision number, date and revision description shall be noted on the plans. All revisions will be called out and readily visible. No hand drawn additions to the plans will be accepted.
28. Plans shall be drawn to an established scale. Care is to be taken to insure that plans are reproduced on a 1:1 scale so as to avoid any distortions or variations. NO plans will be accepted with a scale less than 1/8"=1"0".
29. Submitted plans shall be on unlined paper no smaller than 17-inches by 28-inches.
30. All plans shall have an area available for approval stamps. This area shall be a clearly defined quadrangle with no side less than 4 inches in length.
31. Where details are required to be shown, they shall be shown as a drawing detail and not as a note indicating compliance. Riser diagrams shall be shown on a separate sheet.
32. A legend explaining the symbols being used to identify devices and components on plans. NOTE: This legend is to be on each page of the plans including the riser diagram.
33. Licensed contractor name, address, contact person and 24 hour telephone number in case of emergency or problem.

REMINDER: ANY PLANS FOUND TO BE SUBMITTED WITHOUT THE ABOVE LISTED ITEMS 1-33 WILL BE REJECTED.

SECTION 2

Additional requirements:

- ☐ The extinguishing system shall be connected to the fire alarm system, if provided, in accordance with the requirements of NFPA 72 (the National Fire Alarm Code), so that the actuation of the extinguishing system will sound the fire alarm as well as provide the function of the extinguishing system.
- ☐ If there is no fire alarm system in the protected building, an audible and visual indicator shall be installed to show that the system has operated, that personnel response is needed, and that the system is in need of discharge.
- ☐ Chemical containers and expellant gas assemblies shall be located near the hazard(s) protected but not where they will be exposed to the fire.
- ☐ Chemical containers and expellant gas assemblies shall not be located where they could be subjected to mechanical, chemical or other damage.
- ☐ Chemical containers and expellant gas assemblies shall be located so as to be readily accessible for inspection, maintenance and recharge.
- ☐ If Chemical containers and expellant gas assemblies are installed in an area where they are not readily visible, their location must be clearly indicated with signage approved by this office.
- ☐ On activation of any cooking equipment fire-extinguishing system, all sources of fuel and electric power that produce heat to all equipment protected by the system shall be shut down.
- ☐ Gas appliances not requiring protection but located under the same ventilation equipment shall also be shut off.
- ☐ Shutoff devices shall require manual resetting prior to fuel or power being restored.
- ☐ Gas shutoff is to be clearly marked and identified.

- ☐ All systems shall have both automatic and manual methods of actuation.
- ☐ At least one manual actuator (pull station) is required for each system.
- ☐ All pull stations are to be clearly identified as to the area their system protects.
- ☐ All pull stations shall be located in a path of egress. When a pull station is used for cooking related protection, the manual activation device shall be installed no more than 48-inches and no less than 42-inches above the finished floor.
- ☐ Operation of any pull station shall be all that is required to bring about the full operation of the system.
- ☐ The means for pull stations shall be mechanical and shall not rely on electrical power for actuation.
- ☐ All operating devices shall be designed, located, installed and/or protected so that they are not subject to mechanical, environmental, or other conditions that could render them inoperative or cause inadvertent operation of the system.
- ☐ Automatic detection and system actuation shall be in accordance with the manufacturer's listed installation and maintenance manual.
- ☐ All systems shall have both automatic and manual methods of actuation.
- ☐ The automatic and manual means of system actuation, external to the control head or releasing device, shall be separate and independent of each other so that a failure of one will not impair the operation of the other.
- ☐ When a listed releasing mechanism is used that employs a single line for mechanical detection and remote manual control, the remote manual control shall be installed inline, prior to all detection devices, so malfunction of one does not impede operation of the other.

- ☐ All devices necessary for the proper operation of the system shall function simultaneously with the system operation.
- ☐ Systems protecting two or more hoods or plenums, or both, shall be installed to ensure the simultaneous operation of all systems protecting the hoods, plenums, and associated cooking appliances located below the hoods.
- ☐ All discharge nozzles shall be designed and subsequently located, installed or protected so that they are not subject to any mechanical, environmental, or other conditions that could render them inoperative.
- ☐ A single listed detection device shall be permitted for more than one appliance when installed in accordance with the system's listing.
- ☐ At least one fusible link or heat detector shall be installed within each exhaust duct opening in accordance with the manufacturer's listing.
- ☐ A fusible link or heat detector shall be provided above each protected cooking appliance and in accordance with the extinguishing system manufacturer's listing.
- ☐ Where piping or other conduit penetrates a duct or hood, the penetration shall have a liquid tight continuous external weld or shall be sealed by a listed device.
- ☐ Galvanized pipe and fittings shall not be used unless specifically listed with the system. Proof of same will be required.
- ☐ Fire extinguishing equipment shall include both automatic fire-extinguishing systems as primary protection and portable fire extinguishers as secondary backup.
- ☐ A placard identifying the use of the extinguisher as a secondary backup means to the automatic fire extinguishing system shall be conspicuously placed near each portable fire extinguisher in the cooking area.

- ☐ 24 hour emergency service telephone number for the suppression system contractor is to be conspicuously posted on the control panel.
- ☐ All spaces located on the plans shall be labeled as to their use and shall show entry and exit points.
- ☐ One copy of the plans submitted as well as the electronic copy shall be retained on file by the Incorporated Village of Lake Grove Fire Marshals Office.

A second copy will be stamped and returned as "Fire Marshals Inspectional Copy". This copy shall remain on the jobsite throughout the installation and until such time as the system is tested and approved by the Lake Grove Fire Marshal.

The third copy will be retained by the contractor. NOTE: Once the system is approved, the Fire Marshals Inspectional Copy along with all other applicable paperwork is to be stored in a readily accessible and clearly marked location within the building.

- ☐ If the proposed work is not started within 12 months of the plan approval, then the approval is revoked. At that point new plans and fees must be submitted.
 - ☐ Any request to discuss plans or submittals shall be made to this office in advance. The Fire Marshal responsible for reviewing the plans shall be contacted and a meeting date/time will be set. Plans will not be reviewed immediately upon receipt at the Village of Lake Grove and although plans will be reviewed as quickly as possible, a period of 15-20 working days should be expected for a review.
 - ☐ The contractors request for final inspection and approval must be made in writing and include all necessary paperwork (see requirements listed below) submitted to the Fire Marshals Office prior to witnessing of said test.
1. Letter stating that "the installation is in complete agreement with the terms of the listing and the manufacturers instructions and approved design".

SECTION 3

INVESTIGATION & PENALTY FEES

Any work done without approved plans and/or a proper permit is subject to the amount of the original permit fee plus an investigation fee and a penalty fee. The minimum charge for the investigation fee is 100% of the original permit fee. The minimum charge for the penalty fee is 100% of the original permit fee.

If work is found to have commenced without approved plans and/or a proper permit, this office reserves the right to shut down any/all portions of the entire project deemed necessary to inspect, investigate and confirm that work has been done. If any portion of the work performed is not clearly visible or readily accessible, you will be ordered to demolish, disassemble or remove any and all obstructions regardless of the cost incurred. Failure to comply will result in the suspension/revocation of any Building or other permits related to the site.

As working without approved plans and/or a proper permit is a crime under New York State Law, in addition to any/all fines, this office can and will take whatever legal means we deem appropriate against you including the issuance of summons and or arrest.

For further information call 516-807-6412 during regular business hours which are Monday-Friday 8:00AM to 5:00PM

You have two options for plan submittal:

US Postal Service:

Incorporated Village of Lake Grove
Office of the Fire Marshal
Post Office Box 708
Lake Grove, NY 11755

In Person or via Fed-Ex, UPS etc:

Incorporated Village of Lake Grove
Office of the Fire Marshal
980 Hawkins Avenue
Lake Grove, NY 11755

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